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Executive Assistant to DCI

15 May 1953

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NO CHANGES in Class. ☐

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PLA Memo, 4 Feb 77

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Date: 26/01/78 By: 000

Director of Training

Weekly Summary Report

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2. Arrangements were made with the Training Officer of OSI to change the present Russian Language class schedules from 16 weeks of three days of class per week to 12 weeks with classes daily. [REDACTED] of ORR concurred in this arrangement. It is expected that four sections of these special Russian classes will start or continue on or about 1 June 1953 and four sections on or about 15 September 1953. Preliminary agreement from the Director of Training was obtained to allow partially cleared personnel to enter these training courses, provided Inspection and Security Office concurs. OSI will undertake negotiations to obtain this concurrence.

3. The initial Records Management Training Program, sponsored jointly by the General Services Office and the Office of Training, was completed on Monday of this week. The average attendance at each of the eight meetings was 90.

4. The Chief, Orientation and Briefing Division gave a special lecture to the Security Officers of the Department of State on Thursday, 14 May.

5. Five Agency employees registered at American University for the Foreign Transportation Institute Course.

6. One slot each has been requested from the Navy for CIA participation in two of their programs; Navy Department Negotiator's Training Course and the Naval Reserve Training Course on Guided Missiles [REDACTED]

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7. The Departments of State, Air Force, and Army have accepted the Agency's invitation to participate in the Basic Intelligence Course. Procedures for enrolling personnel in the course have been explained to the appropriate officials in each Department. The Department of State and the Department of the Army have submitted candidates for the 1 June course. The Department of the Air Force will have a candidate for the course commencing on 6 July. The Department of the Navy has not replied to the invitation as yet.

8. The handbook of Communist terminology has been completed and forwarded to the Training Aids Branch for final processing. This handbook, the work of [REDACTED] and Mrs. [REDACTED] contains over 5,000 items and will be known as "The Red Interpreter"; it will be utilized in the Communist Party [REDACTED]

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9. Evasion and Escape Course #18, previously cancelled, has been rescheduled for presentation 15 through 26 June 1953.

10. Two courses began on Monday, 11 May: Operational Security #1 with eleven students and Staybehind Operations #3 with six students.

11. Eleven assessment cases were written last week, but we are unable to deplete the backlog, which now stands at forty-two. The demand for outside assessments has sharply increased, and difficulties are being experienced in meeting the needs.

12. As of 15 May 1953, 176 CIA personnel are enrolled in TRS training courses, 342 in TRG courses, and 285 in external training, making a total of 803 in training programs under the jurisdiction of the Office of Training as a whole.

MATTHEW BAIRD

MB:brc

cc: DD/P

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AD(Commo)

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